

University of Nairobi
School of Continuing and Distance Education
Department of Educational Studies
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Kenya Citizen

1. SHORT PROFILE

I am currently an Associate Professor in the Department of Educational Studies at the University of Nairobi where I am involved in the development, management and evaluation of academic and management of adult, open, distance and e-Learning programmes. I have experience of sixteen years in the use of adult and distance learning methodologies to deliver education. This includes a short attachment at the University of South Africa (UNISA). Over the years I have participated in various training of trainers assignments in the development of adult and distance learning materials for both print and electronic media for various programmes and institutions in Kenya. I have also inducted and trained new staff in pedagogical and andragogical skills of teaching. My most recent assignment was the training of health professionals for AMREF and NASCOP in the instructional design, development and delivery of e-learning course materials for nurses.

I hold a PhD in Business Administration from the University of Nairobi, an M.Sc. in Human Resource Development from the University of Manchester, UK and a Bachelor of Arts Degree from the University of Nairobi. I have also undertaken a training of trainers AVU Capacity Enhancement Programme (ACEP) on the Material development, Governance and Technology and Delivery of online programmes with the Association of Universities and Colleges of Canada. I have also participated in short courses in ODeL including an eLearning Course Production Workshop at the Kenya Development Learning Centre. I have special interest in ICT integration in education and eLearning and I have published widely in the areas of open, distance, and e-learning.

2. EDUCATION

- 2001-2007:** **Doctor of Philosophy Degree in Human Resource Management**, School of Business, University of Nairobi
Thesis Title: **Human Resource Strategic Orientation, Organizational Commitment and Firm Performance: The Case of Large Private Manufacturing Firms in Kenya** under the supervision of Prof. Peter K'Obonyo and Prof. Martin Ogutu
- 1994-1995:** **M.Sc. in Human Resource Development**, University of Manchester, UK.
Dissertation Title: **Prospects for Distance Learning in Management Education in Kenya** under the supervision of Dr. Ronald Clark
- 1981-1985:** **Bachelor of Arts (Honours)**, University of Nairobi
1979-1980: **Kenya Advanced Certificate of Education**

1968-1974: Certificate of Primary Education
Solian Primary School

3. PROFESSIONAL POSTGRADUATE TRAINING

- 2013-2014:** Master of Arts in Peace and Reconciliation Studies by Distance Learning, Center for Peace and Reconciliation Studies, Coventry University, UK (ongoing)
- 2012-2013:** Postgraduate Certificate in Conflict Resolution Skills, Center for Peace and Reconciliation Studies, Coventry University, UK
- 2008-2009:** Certificate in Material Development, Delivery and Technology and Governance and Financing of Open, Distance and e-Learning Programmes, African Virtual University (AVU) and Association of Colleges and Universities of Canada

4. CURRENT EMPLOYMENT

Academic positions

- i. September 2013: Associate Professor, Department of Educational Studies, University of Nairobi
- ii. **April 2009 to Sept. 2013:** Senior Lecturer, Department of Educational Studies, University of Nairobi
- iii. **2001- 2009:** Lecturer, Department of Educational Studies, University of Nairobi
- iv. **1996 – 2001:** Assistant Lecturer, Department of Educational Studies, University of Nairobi

Administrative Positions

- i. **June 2012 to date:** Acting Dean, School of Continuing and Distance Education
- ii. **April 2010 – April 2013:** Director, e-Learning
- iii. **March 2005 – March 2011:** Associate Dean, School of Continuing and Distance Education
- iv. **February 2004 – May 2004:** Acting Chairman, Department of Educational Studies
- v. **January 1997-April 2005:** Examinations Officer, School of Continuing and Distance Education

Administrative Duties and Responsibilities as Dean

Provide administrative management and leadership for academic departments of the School in a manner consistent with established University policies and procedures. Specifically:

of the school's curriculum including evaluating relevancy and collaboration with academic departments and appropriate offices.

2. Nurture positive relations and teamwork among all staff by encouraging practices that foster and maintain a good environment for teaching and learning.
3. Proactively pursue entrepreneurial activities which benefit the Departments, the School and the University by developing and implementing marketing plans, promotions and advertising programmes to increase student enrollment and revenue.
4. Work with the departments to cascade and implement the University strategic plans and policies such as ISO standards, performance contracts and staff performance appraisal
5. Supervise all examination activities in the School including invigilation, internal and external moderation, marking, retrieval and processing of final results and graduation
6. Provide academic guidance to students; develop mentorship programmes and develop, in collaboration with Heads of Academic Departments, student support systems

Administrative Responsibilities as Director e-Learning

As the director of electronic learning, the main responsibility is to promote and implement the use of teaching and learning technologies in line with the University's strategic plan. More specifically is to:

1. Create awareness and sensitize the University community on e-Learning services through training workshops and seminars.
2. Train all users (teaching staff and students) in the general use of educational technologies including operation of e-Learning equipment and software to facilitate Integration and use of ICTs in all programmes
3. Develop skills in e-content development among teaching staff
4. Supervise the process of conversion and uploading of digital content and packaging into audiovisual materials such as CD-ROMs, VCDs and DVDs
5. Provide students with technical support to access digitized course materials on the University's e-Platform
6. Apply various marketing strategies to increase enrollment of open and distance learning students using digital content

5. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS/ALUMNI

- i) Professional Trainers Association of Kenya (PTAK) – Member
- ii) Kenya Association of Project Managers (KAPM) – Member
- iii) University of Nairobi Alumni (Bronze Member)
- iv) University of Manchester Alumni (Member)
- v) Coventry University Alumni (Member)

RESPONSIBILITIES

From 1996 – 2014: Seventeen years (17)

a. Teaching Units/Courses

- i) LDP 801: Advanced Research Methods(PhD in Project Planning and Management)
- ii) DHR 701: Human Resource Management Theory (PhD, School of Business)
- iii) DHR 702: Human Resource Management Seminar (PhD School of Business)
- iv) LDS 656: Research Methods (Masters in Distance Education)
- v) LPE 621: Project Design and Management in Conflict Situations (MA in Peace Education)
- vi) LDP 601: Fundamentals of Management (MA in Project Planning and Management)
- vii) LDP 630: Research Project Proposal and Report Writing (All Masters programmes in the School)
- viii) BBS 208: Personnel Management II (B.Ed Arts)
- ix) BBS 308: Labour Relations (B.Ed Arts)

b. Supervision of Postgraduate students

Doctor of Philosophy Degree

S/N	Name/Reg. No.	Programme/Co-supervisor	Title	Year of Graduation/status
1.	Richard Leresian Lesiyampe	PhD in Business Administration <i>Co-supervisor: Dr. Nelson Wawire (KU)</i>	Human Resource Management Practices, Organizational Factors and Quality Health Care Service Delivery in Referral Hospitals in Kenya	July 2013
2.	Tabitha Murerwa	PhD in Business Administration <i>Co-Supervisor: Prof. George Kingoriah (KeMU)</i>	A Comparative Study of Factors Influencing Job Satisfaction Among Teachers in Public and Private Secondary Schools in Nairobi County, Kenya	July 2013
3.	Stella M. Omari D/80/P/9189/2006	PhD in Business administration <i>Co-supervisor: Prof. Peter K'Obonyo</i>	The Moderating Influence of locus of control on demographic and cognitive factors among public sector employees in Kenya	December 2012
4..	Peter N. Keiyoro D/80/P/8978/2007	PhD in Distance Education <i>Co-supervisors: Prof. Christopher Gakuu and Dr. Jamen Were</i>	An investigation of factors that influence the use of ICT in teaching and learning science curriculum in Kenyan secondary Schools: The case of Cyber and NEPAD e-schools	September 2010
5..	Paul Yatich Kandie D/80/8198/2001	PhD in Business Administration <i>Co-Supervisor: Prof. Peter K'Obonyo</i>	The influence of organizational strategy and institutional factors on performance of small and medium enterprises in Kenya	December 2009
PhD Work in progress				
1.	Macharia Kibe BUS-2-	PhD in Business Administration	Influence of Employees' Training, and Organizational Culture on Performance of	Correcting second draft

			Commercial State Corporations in Kenya	of thesis
	Chandi	Education <i>Co-supervisors:</i> <i>Dr. Joyce Mbweza and Dr. Peter Keiyoro (UON)</i>	Influence of study habits on performance of Distance Learning students: The Case of Bachelor of Education (Arts) students at University of Nairobi	Correcting third draft of thesis
3.	Joyce Nzulwa Daudi	PhD in Business Administration <i>Co-Supervisors:</i> <i>Dr. Zachary Bolo and Prof. Martin Ogutu</i>	Generational cohorts, employer reputation and organizational performance in public sector organisations in Kenya	Collecting Field Data

7. PUBLICATIONS

Refereed Journals

1. Omari S.M., K'Obonyo P.O. and Kidombo H.J. (2014) The Paradox of Employee Age: An Empirical Investigation of the Role of Age and Employee Outcomes in Kenyan Public Corporations, *Journal of Business and Management (IOSR-JBM)*, e-ISSN: 2278-487x, P-ISSN: 2319-7668, Volume 16, Issue 3, Ver. 1 (March 2014) , pp 97-106
2. Keiyoro P.N., Gakuu C.M. and Kidombo H.J. (2013) An Analysis of the Relationship Between Acquisition of ICT Skills and Teaching Science Curriculum in Nepad e-Schools in Kenya, *Journal of Continuing Open and Distance Education*, Volume 3 Issue 1, page 32-48, UoN, Nairobi, <http://distance-education.uonbi.ac.ke/node/2379>, ISSN 2074-4722
3. Kidombo H.J., K'Obonyo P. O. and Gakuu C.M. (2012) 'Human Resource Strategic Orientation and Organizational Commitment in Kenyan Manufacturing Firms', *International Journal of Arts and Commerce*, Vol 1 No. 7, December 2012, <http://www.ijac.org.uk/images/frontImages/gallery/Vol1no7december2012/2.pdf>
4. Omari S.M., K'Obonyo P.O. and Kidombo H.J. (2012) 'The Moderating Role of Organizational Justice on the Relationship Between Age, Locus of Control and Employee Outcomes' *DBA Africa Management Review*, Vol 2, No. 3, pp-42-54, ISSN 2224-2023
5. Kidombo H.J., Gakuu C.M. and Ndiritu A.W. (2012) 'Institutional Management and Integration of ICT in Teaching and Learning in Selected Kenyan Schools', *Journal of Continuing Open and Distance Education*, Volume 2 Issue 1, page 151-174, UoN, Nairobi, <http://distance-education.uonbi.ac.ke/node/2379>, ISSN 2074-4722
6. Ackel L. A., Kidombo H.J. and Gakuu C.M. (2012) 'The Human Resource Factor in the Successful Implementation of World Bank Funded Projects in Kenya', *DBA Africa Management Review*, Vol 2 No. 2, pp14-30, ISSN 2224-2023

- and Kidombo H.J. (2011) 'Relationship Between School ICT in Teaching Science Curriculum in Nepad and Cyber e-Schools in Kenya', Journal of Open, Continuing and Distance Education, Volume 1 Issue 2, page 85-110, UoN, Nairobi, <http://distance-education.uonbi.ac.ke/node/2379>, ISSN2074-4722
8. Gakuu C.M and Kidombo H.J. (2010), 'Pedagogical Integration of ICT in Kenyan Secondary Schools: Application of Bennett's Hierarchy', Journal of Open, Continuing and Distance Education, Volume 1 Issue 1, page 73-94 <http://distance-education.uonbi.ac.ke/node/2379>, ISSN 2074-4722
 9. Kidombo H.J., Gakuu C. M., Bowa O., Ndiritu A. Mwangi A. Gikonyo N. (2010) Status of Information and Communication Technology Integration in Education in Selected Kenyan Schools. Available at http://www.ernwaca.org/panaf/pdf/phase-1/Kenya-PanAf_Report.pdf
 10. Kidombo H.J. (2009), 'Human Resource Strategic Orientation and Strategic Responses to Environmental Change', African Journal of Business and Economics, Moi University, Eldoret, Volume 1, June, 2009 page 43-58
 11. Gakuu C.M, Libotton A., Omwenga E., Kidombo H.J. (2009) 'Factors that Influence Lecturers Participation in Distance Education: The Case of the University of Nairobi', The Fountain, School of Education Journal, Issue 4, 2009, page 34-51
 12. Kidombo H.J. (2004), 'Power and dependence in the distribution of training opportunities', 2004, , Electronic Supply of Academic Publications (eSAP), University of Nairobi, <http://bij.hosting.kun.ni/iaup/esap/publications/nairobi>
 13. Kidombo H. J. (2004), 'The Moderating Effect of Human Resource Management Orientation on Business and HRM Strategic Responses to Environmental Change', 2002, Electronic Supply of Academic Publications (eSAP), University of Nairobi, <http://bij.hosting.kun.ni/iaup/esap/publications/nairobi>

Text Books

1. Kidombo H.J., Gakuu C.M. and Keiyoro P.N. (2012) Fundamentals of Management: Concepts, Theories, Practice, Aura Books, Nairobi, ISBN 9966-123-456-7
2. Kidombo H.J. (2010) An African Perspective of Human Resource Strategic Orientation: Commitment, Organizational Attributes, Firm Performance, VDM Verlag Dr. Müller GmbH & Co. KGDudweiler Landstr. 99, 66123 Saarbrücken, Germany. ISBN 978-3-639-30145-8

Study Modules – print and e-learning

1. Kidombo H.J. and Gakuu C.M. (2011) Fundamentals of Management, Master of Arts in Project Planning and Management, Study Module, University of Nairobi

J. (2010), Research Methods, Master of Arts in Project Management, Study module, University of Nairobi.

3. Bowa O, Ayot R., Kidombo H.J., Asaava F. (2006), Introduction to Distance Education, Bachelor of Education, Distance Learning Study module, University of Nairobi.
4. Kidombo H.J. (2003) Human Resource Management, e-Learning courseware on Wedusoft and CD, Diploma in Business Management, University of Nairobi.

Editorial Board Membership

1. Chief Editor, Journal of Continuing, Open and Distance Education
2. Editor, African Journal of Project Management

Conference Proceedings

1. Kidombo H.J. (2008), "Challenges of Quality Assurance in the Integration of ICT in Open and Distance Learning in Developing Countries" **ACDE Conference Proceedings**, Lagos, Nigeria
2. Gakuu C.M and Kidombo H.J. (2008), 'Closing the chasm: Are secondary school teachers in Kenya using ICTs effectively to deliver curriculum content?' **eLearning Africa, Book of Abstracts**, ICWE, Berlin.
3. Kidombo H.J. (2007), 'Quality Assurance in Open and Distance Learning: The Case of the University of Nairobi', **Promoting Sustainable Quality Assurance Policy and Practice in Higher Education in Africa, Book of Abstracts**, UNESCO, Dar es Salaam, Tanzania.
4. Kidombo H.J. (2004), 'Human resource strategy implementation in developing countries: discrepancies between intentions and outcomes', in Disparities in Developing Countries: Types, Challenges and the Way Forward, Association of Third World Countries (ATWS), Volume 1, Kenya Chapter, Nairobi

Unpublished

1. Kidombo H.J. (2013) 'Role of Civil Society in Peace Building: The case of the Tecla Lorupe Peace Foundation in Kenya', Extended Essay, CPRS, Coventry University, UK
2. Kidombo H.J. (2007), 'Human Resource Strategic Orientation, Organizational Commitment and firm Performance in Large Private Manufacturing Firms in Kenya' PhD Thesis, University of Nairobi
3. Kidombo H. J. (1995), 'Prospects for Distance Learning in Management Education' M.Sc. Dissertation, University of Manchester, UK.

REFERENCES

1. 30th July – 1st August 2013: **“Workforce Flexibility in Distance Education: Norm or Exception?”** 5th Distance Education and Teacher Education in Africa (DETA), University of Nairobi, Kenya Science Campus
2. 25th -28th May 2011: **“Influence of Institutional Management on Integration of ICT in Teaching and Learning in Selected Kenyan Educational Institutions”** 6th International e-Learning Africa Conference on ICT for Development, Education and Training, Dar es Salaam, Tanzania.
3. 26th – 29th May 2010: **“Cross-cutting Issues in ICT usage among male and Female Teachers in Kenya and Uganda”** 5th International e-Learning Africa Conference on ICT for Development, Education and Training, Lusaka, Zambia.
4. 27th – 30th May 2009: **“ Status of ICT integration in Kenya Educational Institutions** 4th International Conference on ICT for Development, Education and Training, Dakar, Senegal.
5. 18th-20th November, 2008: 1st Regional e-Learning Conference, Kenyatta University
6. 29th July – 1st August 2008: entitled **“Human Resource Strategic Orientation and Organizational Commitment in manufacturing Firms in Kenya”** 4th Annual International Conference on Resource Utilization for Sustainable Growth and Development in the 21st Century, Moi University.
7. 8th – 11th July, 2008: **“Challenges of Quality Assurance in the Integration of ICT in Open and Distance Learning in Developing Countries”** 2nd African Council for Distance Education (ACDE) Conference, Lagos, Nigeria.
8. 28 – 30 May, 2008: **“Closing the Chasm: Are Secondary School Teachers in Kenya Using ICTs Effectively to Deliver Curriculum Content?”** 3rd International Conference on ICT for Development, Education and Training, AICC, Accra, Ghana.
9. 14th -16th November 2007: **“An Assessment of the competitive business strategy of exhibition stalls in Nairobi’s CBD”**, International conference on micro, small and medium enterprises (MSMEs),
10. 17th -19th September 2007: **“Quality Assurance in Open and Distance learning: The case of the University of Nairobi”** 2nd International Conference on “Quality Assurance in Higher Education in Africa” Dares salaam, Tanzania.
11. 17th – 19th September, 2003: ‘Human Resource Strategy Implementation in Developing countries: Discrepancies Between Intentions and Outcomes’ 4th International Conference of the Kenya Chapter of Third World Countries, Kenyatta University.

1. **Scientific Writing and Publications Workshop**, Pan African Research Agenda on Pedagogical Integration of ICTs in Education, 25th – 27th February 2011, Nairobi
2. **Peace and reconciliation studies and curriculum workshop II**, 23rd -28th February 2010, Makerere, Kampala
3. **Peace and reconciliation studies and curriculum workshop I**, 21st-25th November 2009 , Nairobi
4. **African Capacity Enhancement Programme (ACEP) leading to Post Graduate Certificate in Material Development, Governance and Technology for Online Learning**, sponsored by African Virtual University (AVU) and Association of Colleges and Universities of Canada, February 2008 – February 2009
5. **Gender Learning and Capacity Strengthening Workshop**, (sponsored by IDRC) Protea Wanderers, Illovo, Johannesburg, 10th – 12th November, 2008
6. **Management Development Training Workshop for Deans/Directors in African Universities**, sponsored by Association of African Universities (AAU) at Ghana Institute of Management and Public Administration (GIMPA), 25th February – 8th March, 2008
7. **African Capacity Enhancement Programme (ACEP), Training workshop** organized by African Virtual University (AVU) on Distance Material Development and Delivery through e-learning, Dakar, 13th to 16th February, 2008
8. **From Research to Publication**, Writers workshop sponsored by Pan African Research Agenda on Integration of ICT in Education in Africa, Johannesburg, 10th – 12th February, 2008
9. **Capacity Building Programme for transforming the Public Service: Results Based Management Programme for Senior Managers of UON**, Utalii College, 4th -5th April, 2007
10. **ISO 9001: 2001 Training Seminar**, by Kenya Bureau of Standards, UON Main Campus, February, 2007
11. **Senior Management Development Course for Deans and Directors**, UON/FKE, Kisumu Hotel, November 2005
12. **Training of Trainers workshop on content development for e-learning** organized by the VLIR-ODL project, 2nd – 7th June, 2003, Machakos Garden Hotel.
13. **From Research to Publications and Beyond** organized by Institute of Development Studies, 3rd – 6th June, 2002 at University of Nairobi

Distance Education at University of South Africa (UNISA).
Learning (COL), 26th Sept. – 25th Oct. 2000.

15. UNESCO Training Workshop on **Designing and Writing Learning Materials for Distance Higher Education**. Kampala, Uganda 29th March- 1st April, 2000
16. **Training Workshop on Social Science Research**, organized by OSSREA, Addis Ababa, Ethiopia, 26th-30th October 1999
17. **Communication Skills, Self-assertiveness & Conflict Management**
Amani Counseling and Training Institute, Nov-Dec 1996
18. Certificate course in **Beginning Theory and Practice of Counseling**
Amani counseling and Training Institute. 17th Ja-18th Dec 1996
19. **Management Training Methods and Strategies**
Federation of Kenya Employers/International Labor Organization. 1st-19th October 1990

10. RESEARCH

1. 2007 – 2011 - Deputy Principal Researcher - Research Agenda on the Pedagogical Integration of ICTs in Education in Africa. (PanAf/ ROCARE, funded by IDRC, Canada (2007-2011)
The research was approximately, 12 Million Kenya Shillings. The principal researcher was Prof. Christopher Gakuu and other partner researchers were: Dr. Naomi Gikonyo, Dr. Omondi Bowa, Dr. Anne Nderitu and Mr. Augustine Mwangi.
2. 2011- 2014 - ICT-Supported Distance Education in Institutions of Higher Learning in Kenya: Towards the Development of Technical and Educational Quality Indicators and Functional Parameters, Funded by VLIR(2011-2014)- Approximately, 10 Million Kenya shillings. Other Researchers are: Prof. Arno Libotton, Prof. Elijah Omwenga, Prof. Fredrick Questier, Prof. Peter Wagacha, Prof. Christopher Gakuu, Dr. Joyce Mbwesa , Dr. Robert Oboko and Dr. Patricia Muchiri

11. CONSULTANCY

1. 2-4 May 2013: Development of the Regulations and Syllabus for Post-Graduate Diploma in HIV Management and Research Programme by Open, Distance and e-Learning mode
2. 23-25 Nov. 2011: Development of e-content for project proposal writing training materials for study fellows in the UNITID programme, Nairobi
3. June 2011: Editing of distance learning modules on 'Financial Management and Good Governance for Managers of Primary and Secondary Schools in Kenya' Kenya Educational Staff Training Institute (KEMI),

staff on 'Development of distance and e-learning materials'.
Christopher Gakuu, Dr. Naomi Mwangi, Dr. Peter Keiyoro
and Dr. Anne Nderitu

5. March–August 2011: Editing e-Learning Modules for the Nursing Council of Kenya, AMREF, Nairobi ,
6. Jan - March 2011: Training of Writers of Distance and e-Learning Materials for Moi University, Institute of Gender, Nairobi. Other partner consultants: Prof. Christopher Gakuu and Dr. Omondi Bowa.
7. 21st – 23rd Sept. 2010: Training Writers of Distance and e-Learning study materials for AMREF/NASCOP
8. 21st -23rd July 2010: Training Human Resource and Training Managers from Kengen, Commercial Bank of Africa and Nairobi Water Company on 'Training Evaluation Methods' Mombasa. Other partner Consultants: Mr. Francis Odiwuor and Mr. Felix Opondo
9. March 2009: Training Human Resource Managers from Kenya Ports Authority and Central Bureau of Statistics in 'Training Needs Analysis' Nairobi. Other partner consultants: Mr. Francis Odiwuor and Mr. Phillip Sakwa
10. 24th - 26th Nov. 2009: Training of Kenya Police Instructors at the Kenya Police College, Kiganjo on 'Preparation and delivery of learning content and methods of evaluating learners' Other Partner Consultants: Dr. Lilian Otieno and Prof. Christopher Gakuu
11. November 2009: Training of Trainers (TOT) for open and distance learning skills for Kenyatta University Senior Management Staff. Other partner consultants: Prof. Christopher Gakuu, Dr. Naomi Mwangi, Dr. Peter Keiyoro and Mr. Kukubo Barasa.
12. Sept. 2008 – Feb. 2009: Training of Senior Officers of Kenya Police (PPOs and OCPDs) on 'Project Planning and Management' at CID Headquarters, Nairobi. Other partner consultants: Prof. David Macharia, Prof. Christopher Gakuu, Mr. Chris Wamalwa and Mr. Kipkemboi Cherono

12. FACILITATION: Short courses/Workshops/Seminars

1. 4 – 9 Feb. 2013: Writers workshop for Schools of Education, Engineering and Wangari Maathai Institute, KWSTI, Naivasha
2. 11-16 June 2012: Writers workshop for Schools of Dental Sciences, Medicine and Pharmacy, KWSTI, Naivasha
3. 9th – 11th May 2012: Training on electronic learning for lecturers, School of Education, CEES

and Strategic Plan Review Workshop for the Department of Educational Studies, , KWS Training Institute, Naivasha

5. 26th Feb, -3rd March, 2011: Bachelor of Arts Writers of Study Materials Workshop, KWSTI, Naivasha
6. 30th Jan.- 4th Feb, 2012: Strategic Planning Workshop for Department of Extra Mural Studies, KWSTI, Naivasha
7. 14- 19 Nov. 2011: Bachelor of Commerce Writers of Study Materials Workshop, Kenya School of Law, Nairobi

13. PREVIOUS WORK EXPERIENCE

1992-1996: Senior Administrative Assistant

Faculty of External Studies
University of Nairobi

Responsibilities:

- Organizing and managing the admission and registration process of students
- Generating and maintaining student records
- Organizing and administering residential sessions
- Preparing tutorial and examination timetables for residential sessions
- Liaising with the regional centers in the distribution of study materials
- Handling students assignments and processing examination results
- Coordinating and supervising the work of administrative and technical staff
- Facilitating faculty board meetings

Competencies developed:

- practical knowledge of the operations of a distance education institution
- ability to organize, coordinate and supervise a wide range of activities under pressure

1988-1992: Training Officer Kenya Farmers Association

Responsibilities:

- Working with line management to identify training needs
- Developing and designing training programs
- Selection of outside training organizations
- Preparing and administering the training budget
- Preparing returns and training claims to the Directorate of Industrial Training
- Coordination and evaluation of training and follow up
- Acting as a resource person in some of the in-house training programs
- Designing of the KFA training policy

- designing training programs and policies
- costing and budgeting training program's
- planning and presentation of learning materials

1986-1987: Secondary School Teacher
Subjects: Geography and Economics

Competencies developed:

- planning teaching materials and presentation
- assessment and evaluation of learners
- class control and discipline

14. REFEEEREES

1. Prof. Peter K'Obonyo
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